

Job Title: Program Facilitator

Job Type: Part Time (5-20 hrs/week)

Reports To: Program Coordinator

General Position Summary: Prevention Works, Inc. is a non-profit health education organization with a mission to build stronger communities by providing comprehensive health education services to youth and families. Prevention Works, Inc. is seeking a Program Facilitator responsible for assisting with program facilitation of current prevention programs in schools and/or after school settings. This Program Facilitator will also maintain accurate, complete records of programs and projects. Facilitators will be trained in individual programs as needed.

ESSENTIAL FUNCTIONS: Under general supervision of the Program Coordinator, the Program Facilitator performs the following essential functions within the framework of Prevention Works' core competencies:

Stakeholder Management

1. Models professional, responsible behavior when representing Prevention Works
2. Uses appropriate strategies to generate enthusiasm
3. Well versed in presentation objectives and organizes program materials

Benefits Management

1. Works with team to identify and remove obstacles
2. Adjusts to new or changing populations of youth and families
3. Must successfully complete mandatory training provided by Prevention Works

Governance

1. Facilitates prevention and health education programming to youth and families with program fidelity
2. Prepares and organize materials, supplies and other related documents for prevention programs
3. Assist Prevention Works team with development of materials and documents related to prevention programs as needed
4. Maintains confidentiality and respects the resources of Prevention Works
5. Maintain accurate, complete records of programs and projects (including program sign-in sheets, participant surveys, and program reports)
6. Maintain communication with the Program Coordinator regarding progress of programs at site locations and staff needs

Decision Management

1. Demonstrates self-motivation, critical thinking and strategic problem solving skills in multiple venues and across broad audiences
2. Employs appropriate techniques for maintaining team enthusiasm, energy, and focus

Required knowledge, skills, abilities and attributes:

- Excellent verbal and written communication skills

- Ability to work successfully both individually and in a team environment
- Ability to make sound decisions and be accountable for them, involving others when appropriate
- Ability to demonstrate an understanding of the mission and vision of Prevention Works and support organizational decisions
- Experience working with youth and diverse populations
- Excellent organization skills and follow-through with the ability to work with minimum supervision.
- High energy level and dynamic presence
- Ability to present information and interact effectively in a classroom setting
- Comfortable presenting to youth and families in groups as small as 5 and as large as 50
- Computer and Internet experience required (Microsoft Word, Excel, and Access)

QUALIFICATIONS:

- Minimum of one year of college coursework in Health Education or related field or relevant work experience.
- Experience presenting to or teaching youth preferred.
- Valid driver's license and access to reliable transportation to all assigned work locations

Wages: \$10.00-\$12.00 per hour

TO APPLY:

Please send a cover letter and resume via email or mail by September 11, 2015:

Email (subject line "Program Facilitator")
 Katie MacDonald
kmacdonald@prevention-works.org

Or Mail:
 Prevention Works
 611 Whitcomb St, Suite A
 Kalamazoo, MI 49008